

**City of Griffin
Downtown Development Authority
Façade Improvement Program
Grant Application**



Griffin Downtown Development Authority Façade Improvement Program Grant Application

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the documents correctly:

- Completed Application
- Two color photographs that show existing building conditions (required)
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials) (required)
- Two bids on contractor letterhead (required)
- Additional information attached (optional)

Prior to submitting an application, applicants should meet with the Downtown Development Authority (DDA) Director or a DDA Board Member in regards to their project. They must also be given approval from the Historic Preservation Commission before submitting their grant. This is not voluntary. Also the applicant must meet with the Planning and Development Department to verify zoning and the adherence to applicable codes.

I have:

- Met and discussed my proposed project with
 - Griffin Downtown Development Authority (DDA) Director
 - DDA Board MemberDate of Meeting: _____ Board Member: _____
- My project has been approved by the Historic Preservation Commission
Date of Meeting: _____ Commission Approval: _____
- Met with Planning and Development Department
Date of Meeting: _____

General Information

Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Type of Business: _____

Applicant is the:

- Property Owner
- Business Owner
- Other: _____

How long has the business been at the current location? _____

Do you own the property at which the business is located? _____

If not, when does your current lease expire? _____

Do you have the option to renew your lease? What are the terms?

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number: _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Project Details

Please describe below in detail the proposed improvements to the property. The following *must* accompany this application (attach additional pages if necessary):

- Two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Two bids on contractor letterhead

Description of proposed improvement (e.g., new doors/windows, signs, lighting, paint, etc.):

Proposed Project Budget: _____

How much funding assistance are you requesting? _____

Proposed start date: _____

Estimated completion date: _____

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- No
- Yes

If answer is "yes" to above question, describe additional work: _____

Estimated cost of additional work to building: _____

Would you like Design Assistance (Approximate Cost--\$500)?

- Yes
- No

Signature of Applicant: _____

Date: _____

Griffin Downtown Development Authority use only:

<u>Scoring For Project:</u>	
Impact (40%)	_____
Financial Leverage (10%)	_____
Sustainability/Permanence (30%)	_____
Community Contribution (20%)	_____
Total	_____

Griffin DDA

Received: _____ Date: _____

(Director)

Board

Approved: _____ Date: _____

(Board Chair)

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Griffin Downtown Development Authority or the City of Griffin, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- The applicant agrees to return the grant money received if the improvement is removed within two years.
- The applicant must begin the project within three months of being notified that they have been awarded the grant and must complete the façade project within twelve months of beginning the project.
- The applicant authorizes Griffin Downtown Development Authority to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Griffin materials and press releases.
- The applicant has read and understands the "Griffin Downtown Development Authority Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that Griffin Downtown Development Authority reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature of applicant: _____

Date: _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

Owner Authorization

As owner of the property (insert address) _____

I have reviewed the above application and authorize operator of _____ at said address to perform the facade improvements described above as part of the Griffin Downtown Development Authority Façade Improvement Program.

Signature of property owner or authorized representative:

Date: _____

****All applicants must contact the Planning and Development Department to determine what permits are required prior to beginning construction. Payment will not be issued without required permitting.**